

## DEVELOPMENTAL COUNSELING FORM

For use of this form see FM 22-100.

### DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army and E.O. 9397 (SSN)

PRINCIPAL PURPOSE: To assist leaders in conducting and recording counseling data pertaining to subordinates.

ROUTINE USES: For subordinate leader development IAW FM 22-100. Leaders should use this form as necessary.

DISCLOSURE: Disclosure is voluntary.

### PART I - ADMINISTRATIVE DATA

Name (Last, First, MI) <b>Smith, Joseph</b>	Rank / Grade <b>SGT/E-5</b>	Social Security No. <b>123-45-6789</b>	Date of Counseling <b>4 Nov 02</b>
Organization <b>HHC, Your Unit, APO AE 09123</b>		Name and Title of Counselor <b>SFC Jones, John P / Platoon Sergeant</b>	

### PART II - BACKGROUND INFORMATION

**Purpose of Counseling:** (Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling and includes the leaders facts and observations prior to the counseling):

**You are being counseled for being disrespectful to a Senior Noncommissioned Officer on or about 1600, 4 Nov 02**

### PART III - SUMMARY OF COUNSELING

**Complete this section during or immediately subsequent to counseling.**

#### Key Points of Discussion:

**Situation:** On or about 1600, 3 Nov 02 you had a confrontation with your platoon Sergeant, SFC Jones. When SFC Jones told you to take your squad and clean up the platoon's section of the Motor Pool, you told SFC Jones that your squad had that same detail for the last three times and it wasn't fair to have it again. SFC Jones said he understood but didn't have a choice, and repeated his order to you. You then started arguing with SFC Jones, becoming disrespectful and raising your voice at him. You told SFC Jones that you were going to the 1SG about this detail. This is an act of disrespect to a senior Noncommissioned Officer and is a violation of Article 91 of the Uniform Code of Military Justice. This type of action can not and will not be tolerated.

- o Difference between a lawful and unlawful order
- o Appropriate action to take when you disagree with an order
- o You failed to be discreet and tactful when questioning your PSG

(See Appendix B FM 22-100 pg B-2)

In addition to being counseled on the points above, he/she received counseling on the following: (1) That continued behavior similar to that for which he/she has been counseled may result in punishment under Article 15, UCMJ, court-martial, or adverse action such as a bar to reenlistment, suspension of favorable personnel actions (promotion, retention, school), or other appropriate administrative sanctions; (2) That if this behavior continues that separation under the provisions of AR 635-200 may be initiated; (3) That if separated prior to ETS, that he/she could receive either an honorable, general, or other than honorable discharge for their current term of service, or their term of service would be uncharacterized if they have served less than 180 days on active duty; (4) The basis for each characterization of service and the discharge certificates received for each and that his/her character of service would become part of a permanent record and may be provided to any Federal agency if they were to apply for either federal employment or security clearance; (5) The possible effects that each type of discharge would have on reenlistment, civilian employment, veterans benefits, and related matters; (6) That a general discharge would cause loss of civil service retirement credit; (7) That an other than honorable discharge would result in him/her being reduced to the lowest enlisted rank, loss of payment of accrued leave, and loss of all benefits administered by the Veterans Administration and other federal and state agencies; (8) That separation prior to ETS may preclude him/her from enlisting in any component of the Armed Forces; (9) That separation prior to ETS may cause him/her to lose their entitlement to education benefits and money paid into the Army College Fund; (10) That separation prior to ETS may cause him/her to repay any unearned bonus received for enlistment or reenlistment; (11) That it would be unlikely that any attempt to have his/her characterization of service upgraded would be successful; (12) That he/she is encouraged to make every reasonable effort to ensure his/her performance and conduct meet military standards; (13) That he/she would be given a reasonable effort to bring their substandard performance and conduct to acceptable military standards.

#### OTHER INSTRUCTIONS

This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.

**Plan of Action:** (Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specific time line for implementation and assessment (Part IV below):

*o On 9 Nov you will give a class to the platoon on Proper Military and Professional Bearing, Order, Discipline, and Respect IAW AR 600-20, Chapter 4 and FM 22-100, Chapter 2.*

*o On 6 Nov 02 you will provide me a copy of your outline for your class on 9 Nov 02 for review, rehearsal, and approval.*

*o Through this plan of action I expect you to obtain a higher understanding of Leadership Character outlined in Chapter 2 of FM 22-100, specifically in areas of:*

- o Respect*
- o Military and Professional Bearing*
- o Emotional Attributes and Self-Control.*

**Session Closing:** (The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate):

Individual counseled: I agree / ~~disagree~~ with the information above

Individual counseled remarks:

Signature of Individual Counseled: Joseph Smith Date: 4 Nov 02.

**Leader Responsibilities:** (Leader's responsibilities in implementing the plan of action):

*I will provide you with a copy of AR 600-20 and FM 22-100*

*I will review and approve your class outline on 6 Nov 02*

*I will assess and coach you on a weekly basis until this problem is corrected*

Signature of Counselor: John P. Jones Date: 4 Nov 02.

#### **PART IV - ASSESSMENT OF THE PLAN OF ACTION**

**Assessment:** (Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling):

Assessments done on:

Counselor: \_\_\_\_\_ Individual Counseled: \_\_\_\_\_ Date of Assessment: \_\_\_\_\_.

**Note: Both the counselor and the individual counseled should retain a record of the counseling.**